

DEPARTMENT HEADS AND DIVISION CHIEFS
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EMPLOYMENT / PROMTIONAL OPPORTUNITY

Vacancy No. 21-328-4

Title of Position: Librarian I – Reference Librarian
Vacancies exists in the Warwick Public Library

Salary Range: \$25.20/hr - \$32.69/hr
Part time – 19 hours per week
Work Schedule will include nights and weekends

Date Posted: November 24, 2021

Deadline for Applying: OPEN UNTIL FILLED

Remarks: This is an Unclassified/Exempt Hourly Position

Statement of Duties: Under the general supervision of the Coordinator of Adult Services will assist in performing duties pertaining to all adult services including patron assistance planning and presentation of programs and collection development. Duties may include answering in-person, telephone and e-mail questions; assisting with teen services; helping patrons select and locate materials; providing reference and reader's advisory service to middle and high school students, college students and out-of-school adults; developing, planning and conducting programs for adults; keeping current regarding trends in reference services; attending meetings and participating in professional library organizations; conducting class tours for middle and high school classes, providing bibliographic instruction, giving book talks and reviews; evaluating and managing current collection by applying collection development methods and techniques; selecting materials for branch libraries; developing and preparing bibliographies; maintaining various files and indexes; supplying and developing content for the webpage as well as maintaining webpage; planning and arranging displays; supervising paraprofessional and clerical staff; assuming responsibility for the department in the absence of the department head; and performing additional related duties as required.

Education & Experience: Master's degree (M.A.) in Library Science from an ALA-accredited library school or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities. Must have knowledge of principles and practices of professional library work; in-depth knowledge of reference materials and research methods; knowledge of current trends in reference services and library services to adults; programming skills; ability to work with patrons of all ages; ability to interact effectively with library staff; ability to communicate effectively in English both orally and in writing; exhibits energy and enthusiasm for providing library services to adults; working knowledge of computer applications for library services including word processing and spreadsheets; or any equivalent combination of education and experience.

Special Note: Applicants will be subject to a background criminal check prior to employment. Negative findings may prevent applicants from being considered.

The City of Warwick is an Equal Opportunity Employer

<https://www.warwickri.gov/personnel-department/webforms/submit-application-or-resume>